

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS - PATTON

JOB CLASSIFICATION: PHYSICIAN & SURGEON

(Essential Functions highlighted in bold)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This employee is assigned to the Medical Services Department. As a Physician and Surgeon, he/she is responsible for planning, directing, and performing all phases of the medical services provided at the Department of State Hospitals – Patton (DSH-P) as applicable to his/her assigned patients, and for making professional decisions regarding general medical work and surgery, as well as for appropriate referrals for services not performed at DSH-P, all within the scope of medical staff privileges and professional license. Physician and Surgeon is a rank and file position in the SE category.

75% Deliver general medical and surgical care, including evaluation, diagnosis, physical examinations, prescription of medications, and administration of medical treatments, medically manage acute and chronic diseases, and plan the medical care for hospitalized patients, in a manner consistent with a Recovery philosophy of care.

Order laboratory tests, radiological examinations, and other tests and studies, and analyze the results and provide medically appropriate follow-up of abnormal results

Order medical treatments such as physical therapy, special diets and rehabilitation programs, and consultation and referral with specialists, as appropriate; provide all necessary and appropriate patient information and the questions/requests to be responded to, when referring patients to other providers for such services; review and interpret the reports received and make treatment decisions regarding further medical care as indicated.

Make rounds of each assigned unit to see patients for acute sick call and prescheduled new and follow-up appointments and review the laboratory and other reports and records received for the patients on those units, either daily or with a frequency agreeable to the Chief Physician and Surgeon, in consultation with the Program Director and Unit Supervisor and consistent with hospital policy.

Respond to medical emergencies and provide medical intervention as needed, including basic and advance cardiac life support.

Review treatment plans and, when requested, participate in treatment planning conferences for discussion of the medical/surgical and psychiatric conditions of patients.

Document all the above care provided in a clear, complete, and timely manner on approved forms, e.g., physicians fee-for-service/progress notes (including correct billing codes), physician's orders, consultation forms, and referral forms.

Participate in training as needed in order to competently perform the duties assigned.

10% Participate in Medical Staff and Department of Medicine activities, including current specific responsibilities as a member of the (committee).

10% Provide coverage for other physicians and work to fill in at various sites, including but not limited to the following:

- Admission Suite (e.g., for patient physical examinations, assessment of infectious and other conditions and risk status, and admission orders).
- Employee Clinic (e.g., for additional time slots to perform duties as described above).
- Annual history and physical examinations on hospitalized patients
- Radiology (e.g., for screening X-rays pending radiologist's reading).

Perform MOD (Medical Officer of the Day) duty as assigned during the noon hour. Night and weekend MOD duty is ordinarily not assigned during the first 2 – 3 months of probation.

5% Participate in Medical Services Department meetings and activities, including the Medical Services Quality Improvement Meeting Unit (QIMU).

2. SUPERVISION RECEIVED

Reports to the Chief Physician and Surgeon, with administrative support from the Medical Services Administrator. Clinical quality of care is also evaluated through the patient care monitoring component of the Medical Staff including the Department of Medicine, in accordance with Medical Staff Bylaws.

3. SUPERVISION EXERCISED

Exercises clinical supervision and medical control over nursing and other ancillary staff assigned to the clinics to which he/she is assigned.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and principles of general medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in general medicine and surgery; hospital organization and procedure; gross pathology and interpreting autopsy findings; psychiatric social work, physical therapy, and the various rehabilitation therapies; methods of diagnosing and treating elementary mental disorders; principles of effective supervision and directing work of medical personnel.

ABILITY TO:

Interpret autopsy findings; examine, diagnose, and treat physical and elementary mental disorders; interpret laboratory analyses and x-rays; direct the work of medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and adopt an effective course of action.

5. REQUIRED COMPETENCIES**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served.
Demonstrates knowledge of growth and development of the following age categories:

Young Adult (17-29) Early Adult (30-50) Late Adult (51-79) Geriatric (80+)

THERAPEUTIC STRATEGIES & INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the prevention and management of assaultive behavior (PMAB).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Maintains competency in the ability to conduct general medical examinations and treatments in unit treatment rooms, clinic examination rooms, and other specified locations. Follows security precautions.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Maintains technical proficiency in performance and interpretation of treadmill tests and ability-agility studies, operation of defibrillators, and proficiency in performing all other duties described above within the limits of privileges and licensure.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possess the legal requirements for the practice of medicine in California to determine by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners.

7. TRAINING - Training Category = 1

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to:

- report to work on time and follow procedures for reporting absences.
- maintain a professional appearance.
- appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature: (Employee Name), MD
Physician and Surgeon

Date

Luzmin Inderias

Supervisor Signature: Luzmin Inderias, MD
Chief Physician and Surgeon

12/2/2021

Date